

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <h3 style="text-align: center;">Amendment</h3> <p style="text-align: center;">(Changed No. of Recruitment from 1 to 2.)</p>		広報番号： Announcement No.	SRFJPMC-033-09(R)(A)
		募集締切日： Closing Date	7 May 09 1st Cut-off: 24 Mar 09 2nd Cut-off: 14 Apr 09
		発行日： Date of Issue	4 Mar 09
1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LAD <u>3</u>) Quality Control Representative (General), #333 【品質管理代行者(一般)】 受諾可能な下位等級 Acceptable Trainee Level: 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment <div style="font-size: 2em; color: red; text-align: center;">2 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U.S. Navy Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka (SRFJPMC) Quality Assurance Office (C130) QA Engineering, Analysis and Training Division (C-136) Data Management & Analysis Branch (C136.2) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 月曜日 – 金曜日 Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 08:00 – 16:45/12:00 – 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Develops audit plans and attributes in accordance with Fleet Joint Maintenance Manuals (JFMM), Audit and Surveillance Program and Contractor Administrative Quality Assurance Program (CAQAP). Performs annually scheduled vertical and horizontal audits of in-house and contractor work covering the areas listed in JFMM to determine compliance with the quality assurance requirements of local and higher authority instructions. Performs scheduled process surveillance inspections of in-house and contractor work to determine compliance with the quality assurance requirements of local and higher authority instructions. Investigates, evaluates and reports quality concerned problems to determine its cause, scope and significance, and ensures the accomplishment of corrective actions. Monitors and verifies temporary and permanent corrective actions assigned by audit reports, surveillance reports, problem reports and other discrepancy records. Tracks the status of discrepancies identified by the in-house/contractor audit and surveillance programs, and generates current status reports and overdue action reports as needed. Performs other related and incidental duties as assigned.			
7.資格要件/身体条件 Qualification / Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized experience, possession of Masters Degree in a related field may qualify him/her at 1-6 level. b. Knowledge of audit/surveillance, quality control/assurance requirements. c. Skills in investigating, evaluating and reporting quality concerned problems. d. Ability to plan, schedule and conduct audit for in-house and contractor work. e. Ability to speak, read, and write English at fluent proficiency level (LAD-3) and Japanese at native speaker level. *An applicant who does not fully meet the qualifications stated above may be considered at a lower grade level as below: 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. 1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. *A handicapped applicant may be accepted, depending upon the degree and kind of disability			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>			

学歴 Educational Background : N/A	免許証／修了証 License/Certificate Required : See blocks 7 & 8 7/8 欄参照
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8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書 の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		
9. 応募書類提出先 Office to Submit 内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.): （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible. 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) 2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
10. 事務処理欄 For Official Use		
募集部隊担当者 Activity POC : Ms. Satomi/Ms. Imaizumi		軍電 (DSN) 243-4553/4554
PD No.: SRFJPMC-136.2-003	PD is accurate and current. Certified by Activity: km	HRO: jt 11/25 ms 11/25 (1/14) mm 1/16 ms 1/16 (3/3)mm 3/3 ms 3/3 (3/5)mm 3/5 ms 3/9

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.